

2.1 Home/Garage Construction (e.g. Room Additions, Conversions & Remodeling etc.) Application Form	Legal description: Village _____ Lot _____ Blk _____ Sec _____ Address: _____ Owner: _____ Phone (Res) : _____ (Day): _____ Fax: _____ Other phone: _____ E-mail: _____ Estimated Start Date: _____ Contractor Company Name: _____ Contractor's Phone: _____ Contractor's Address: _____ Contractor's E-mail: _____
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HOW TO APPLY

1. Complete and sign this application (please reference the Compliance Deposit / Inspection Fee Schedule).
2. Attach a scaled copy of the property survey noting the location of the proposed improvement, also to scale. If the survey is greater than 11"x17" please attach three copies.
3. Provide scaled elevation drawings with dimensions of the proposed improvement in 1/4" or 1/8" scale.
4. Attach three (3) copies of sealed plans, attachment details, dimensions and rear and side elevation drawings in 1/4" or 1/8" scale. Plans must be sealed by a licensed and registered structural engineer, licensed architect or A.I.B.D. / T.I.B.D. / N.C.B.D.C. designer (each page must have an original seal, dated and signed; and numbered e.g. 1 of 14).

Sealed Plans are required if the improvement includes:

- ❖ Construction of a home, garage or detached structure containing living area.
 - ❖ Construction of an attachment containing (any of the following):
 - Living area (Living area is the floor space used for living purposes in the home, garage or detached building, including storage areas in the home, sunrooms, game rooms or guest/servants quarters).
 - Roofed area > 200 sq. ft.
 - Floored area elevated more than 30" above natural grade.
 - ❖ Conversion of non living area to living area which exceeds 200 sq. ft. (e.g. attic and garage spaces).
 - ❖ Structural remodeling of 200 sq. ft. or more of a home, garage or detached structure (containing living area).
5. Visit our web site to check the posted agendas of the Plan Review Committee meetings at www.thewoodlandstownship-tx.gov. Submission **does not** guarantee posting on the upcoming Agenda.

Gray Area For Office Use	APPLICANT INFORMATION - PLEASE PROVIDE THE FOLLOWING:
	Are any trees over 6 inches in diameter as measured 2 feet from natural grade proposed for removal? (yes/no) If yes, how many? _____ Please indicate the location of the trees on the scaled property survey.
	Please describe what the proposed improvement will be used for _____
	Will the proposed improvement enclose windows or doors (yes/no)
	Specifications: Existing Living Area _____ sq. ft. + Proposed Living Area _____ sq. ft. = Total _____ sq. ft. Please indicate where Existing Living Area sq. ft. originated from _____
	Proposed additional Hard Surface Area _____sq. ft.
	Does the proposal include electrical wiring, plumbing (including gas lines)? Circle all that apply
	Enclosed storage space maintained? (yes/no) Will there be 120 sq. ft. of storage space available? (yes/no)

	What is the height of the foundation above natural grade? _____.
	<p>Construction Materials (please complete all that apply):</p> <p>❖ SIDING Type: _____ Color _____ Matches dwelling? (yes/no)</p> <p>❖ BRICK Type: _____ Color _____ Matches dwelling? (yes/no)</p> <p>❖ STONE Type: _____ Color _____ Matches dwelling? (yes/no)</p> <p>❖ ROOF Type: _____ Color _____ Matches dwelling? (yes/no)</p> <p>❖ STUCCO Type: _____ Color _____ Matches dwelling? (yes/no)</p> <p>❖ ROOF STACKS & VENTS: Location _____ Color _____</p> <p>❖ SCREENS: Color _____</p> <p>❖ SKYLIGHTS & SOLAR COLLECTORS: Location _____</p> <p>Color _____</p> <p>❖ OTHER MATERIALS (please explain fully):</p> <p>_____</p> <p>_____</p>

The undersigned certifies that the plans comply with the International Residential Code and the Residential Development Standards of The Woodlands:

Property Address

Type of Improvement

Date of most recent plans or revisions

Date of most recent plans or revisions

Number of Pages

Number of Pages

Certifying Architect, Designer or Structural Engineer
Printed Name

Certifying Architect, Designer or Structural Engineer
Printed Name

Certifying Architect, Designer or Structural Engineer
Signature

Certifying Architect, Designer or Structural Engineer
Signature

License Number

License Number

Date

Date

OWNER CERTIFICATION AND HOLD HARMLESS AGREEMENTS

1. The information set out above and included with this Application is accurate and complete.
2. The improvements will be completed in accordance with the approved application.
3. The improvements will not affect existing surface water flows at the lot boundaries.
4. Agents or employees of The Woodlands Township have my permission to enter the property during normal business hours to inspect construction of the improvements.
5. Construction is not to begin until approval has been received from the Plan Review Committee.

Owner understands that The Woodlands Township does not review plans for compliance with applicable laws or codes, and that it is the duty of the owner and the owner's contractors or consultants to design and construct the proposed improvements according to applicable laws, codes and sound practices. Owner hereby releases and agrees to hold The Woodlands Township, The Development Standards Committee, and their agents and employees harmless from any cost or liability arising out of the review or approval of plans for the proposed improvements.

_____	_____	_____	_____
Owner Signature	Date	Contractor Signature (optional)	Date

NOTE: Construction must be completed within 120 days of Plan Approval

(For Office Use Only)

Staff Approval Verification

Date _____ Int. _____ Int. _____

Committee Action _____

(date)

____ Approved _____ Deferred
____ Conditionally Approved _____ Returned
____ Disapproved

Supplemental Action _____

(date)

____ Approved _____ Deferred
____ Conditionally Approved _____ Returned

Refundable Compliance Deposit

Owner: _____ Contractor: _____

Address: _____

Legal Description: Village: _____ Lot _____ Block _____ Section _____

The Owner agrees that monies submitted in the sum of \$_____ is a compliance deposit. The compliance deposit will not be refunded unless the project has met all requirements, including inspections and conditions. Failure to meet these requirements may result in the forfeiture of the entire or portion thereof, compliance deposit. Failure to request the required inspections and complete the project within 120 days of plan approval will result in forfeiture of the entire deposit.

Owner Signature

Contractor Signature (optional)

Date Received: _____ Cash ☐ check ☐ #: _____ by: _____

Staff Signature

☐ Check request

☐ Forfeiture

Reason for refund and/or forfeiture:

Pay to: _____

☐ Final Inspection Received

☐ App Withdrawn

☐ Other: _____

Total Deposit Received \$ _____

Description: _____

Inspection Fee Paid Out \$ _____

Department: Covenant Administration

Forfeiture Amount \$ _____

Account Code: 100-2310

Total To Be Refunded \$ _____

Reviewed by: _____

date _____

Authorized by: _____

date _____

Accounting Manager: _____

date _____

COMPLIANCE DEPOSIT SCHEDULE

Please contact chosen Inspector to determine number of inspections needed for your project.

	Compliance Deposit
Home/Garage – Rebuilding/Remodeling	\$425.00
Structural – window/door/skylight new or resize/relocate	\$125.00
Other	\$425.00
Non-structural – with electric, gas or plumbing	\$ 75.00
Rewiring/adding wire	\$ 75.00
Power generators/summer kitchen/gas fireplace	\$ 75.00
Without electric, gas or plumbing	\$ 00.00
Window/door replacement location and size same	\$ 00.00
Screened room non-structural screen only	\$ 00.00
 Addition or Attachment of	
<u>Living Area</u>	
Room additions, conversion of attic/garage to living area	\$425.00
Sunroom prefab, new slab	\$125.00
Screen room no existing structure	\$125.00
Other	\$425.00
<u>Roof area</u>	
>200 sq ft	\$ 75.00
Attached patio cover >200 sq ft, screen room no existing struc.	\$125.00
Floor area elev.>30"	\$125.00
Attached upper story deck	\$125.00
Attached patio cover/porch open roof/attached arbor	\$ 75.00
 Detached Structure	
Living area (const, remodel, add'n)	\$425.00
Roofed area >200 sq ft (gazebo)	\$125.00
Gazebo <200 sq, detached open roof arbor, w/elec	\$ 75.00
 Pool/Spa	
In ground pool/spa with barrier	\$425.00
Gunitite in ground spa	\$425.00
In ground spa	\$125.00
Above ground pool	\$125.00
Above ground spa	\$125.00
Pool/Spa barrier	\$ 75.00